

Progress Report
Initiative to Transition the AAEP to a Community-Based
Management and Governance Structure and Strengthen the
Mayor's Council on African American Elders

November 1, through November 30, 2003

Project Background

The Mayor's Council on African American Elders (the Council) and the Seattle Human Services Department, Aging and Disability Services (ADS) initiated the current efforts in September 2003. The primary goals are to strengthen the Council through effective member recruitment and retention and develop a plan for the transition of the AAEP to a community-based management and governance structure. The current project timeline is September 15 through January 31, 2004. This report provides progress on project goals for the period November 1 through November 30, 2003.

Key Objectives and Activities

1. Brief executive sponsors, partners and key stakeholders
2. Hold regular Steering Committee meetings
3. Recruit Steering Committee members
4. Draft a comprehensive description of the AAEP, including services and service model
5. Secure statement of support for project from Executive Sponsors
6. Initiate Council recruitment process
7. Clarify needs for collection of data
8. Improve internal and external communications with and among stakeholders
9. Develop criteria for selection of an Nonprofit Affiliate

Accomplishments for the Period

1. Held three Design Team meetings to keep the project on track, identified and resolved issues and concerns and develop strategies to get around barrier to moving the project forward.
2. Recruited two new members for the Steering Committee.
3. Completed the progress report for the period September 24 through October 31, 2003
4. Held two Steering Committee meetings on key issues to secure input from internal and external stakeholders.
5. Working with the Steering Committee, moved forward on developing clear statements on the rationale for the transition of the AAEP; the committee fully explored both pros and cons of the transition.
6. Drafted criteria for selecting a nonprofit affiliate to receive and manage the AAEP, as it is transitioned to a community-based management and governance structure.
7. Gathered more data and demographic information on African American elders, including reports and studies prepared by staff of ADS.
8. Conducted briefing for the Director, Human Services Department.
9. Initiated plan to hold special dialogue and briefing session with frontline staff of the AAEP; session to be facilitated by Gayle Johnson, a member of the Steering Committee.

Key Next Steps

Over the next month, committees and teams will focus on the following issues and activities:

1. Complete a comprehensive program description of the AAEP.
2. Clarify data collection needs.
3. Establish regular briefings for Executive Sponsors.
4. Provide regular project updates for partners, staff and stakeholders.
5. Establish Council sub-committee for recruitment and retention and implement a member recruitment process.
6. Design and implement a stakeholder survey or other process to secure community input for the planning process and support for the transition.
7. Brief and exchange of ideas with Senior Services staff on the transition project.
8. Draft a model "*operating agreement*" for affiliate nonprofit agency.
9. Develop an index for the project plan narrative.
10. Develop a clear "statement of impact" of the AAEP transition on clients.
11. Fortify community support for the AAEP.
12. Describe a "service model" for the AAEP, after the project transition.
13. Clarify contract requirements for the AAEP transition.

Summary and Highlights

During the month of November, the primary focus of the project was choosing criteria for selecting a nonprofit affiliate organization to take on governance and management of the AAEP and clarifying the AAEP transition story. The impact of this project on everyone has caused the Steering Committee to take additional time in developing a sound rationale for the transition. The Committee discussed and debated various pros and cons of the project. It has also held briefings with internal stakeholders to secure diverse perspectives. In the end, they concluded that the transition should go forward because of the opportunities it presents to improve and expand services for African American elders in the Seattle area in the future.

During November, additional work was done in a number of key areas including efforts to kick-start the Council recruitment process, attempts to arrange meetings with Executive Sponsors, and strategies to address the concerns of project staff regarding the transition. In addition, the Steering Committee was challenged to fortify community support for the AAEP and the transition project.

The Steering Committee and Design Team will address these and other issues that will inevitable arise as planning for the AAEP transition continues.